

**HALL MEMORIAL LIBRARY  
BOARD OF DIRECTORS' MEETING  
February 8, 2011**

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:32 PM. Members present were Mary Clements, Mary Blanchette, Janet Wieliczka, Peter Nickerson, Jeanne Zulick, Patricia Grundman, Assistant Library Director and Children's Librarian, and Library Director Susan Phillips. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – There were no citizens present at this meeting.
- III. Approval of Minutes of the January 2011 Meeting - The minutes were reviewed by the members present and unanimously approved. (Clements/Nickerson)
- IV. Treasurer's Report – Mary Clements circulated the Treasurer's report for the month of January 2011. The report was reviewed by the members present.
- V. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated 2/8/11. The report was read and discussed. Closure due to the winter weather was reported.

To date, there have been two instances of roof leaks due to the snow that have required outside service. On Wednesday, January 19, there was a significant leak in the Music/audio room, caused by blocked roof drains. Dzen's Roofing was called and the repair man was able to get to the area on the roof and remove snow and ice and clear the drain. He stopped in again the next day to check and all seems to be well. The second problem occurred in the night on January 28. Snow melted into the roof vents on the north side of the old building, causing water to leak through the fire/smoke detector and disabling it. The alarm system was triggered and the fire department responded. The next day, Saturday, after consulting with the repair man from the alarm company, Sue removed the damaged detector and reset the alarm system to allow the heating system to come on. The repair man arrived a few hours later and replaced the detector. Currently, there is a minor leak on the south side of the Reference Room, and dripping can be heard but not seen in the ceiling over the fiction stacks. We will continue to monitor.

In response to concern about the weight of the snow on the roof, Town Engineer Jim Thompson visited on Friday, February 4. Roof hatches were unable to be opened due to snow on top of them, however, so the Ellington Fire Department was contacted and Chief Mike Varney and Asst. Chief Vince Gambacorta responded on Saturday morning with the ladder truck to provide access to the roof. Several areas were tested by the engineer and his assistant and weights ranging from 39 to 42 lbs per square foot were found. While these are over the limit of 30-35, and several areas had drifts of 6-8 feet, the engineer returned the opinion that the roof is currently safe, especially in light of the warm temperatures over the past few days. If another major storm is predicted, we should reevaluate and make arrangements to

remove some of the snow. There are still concerns about the height of the snow on the parapet areas and leaks it may cause.

Susan Phillips expressed concern over the lack of support from the Public Works department with relation to snow removal and these building issues. She also raised the idea that a future Library Director will not have the same level of knowledge of building infrastructure and will not expect the position to include hands-on, do-it-yourself response to building emergencies and repair issues.

VI. Friends of the Library Report – Peter Nickerson reported that there will be a discussion held at the next regularly scheduled Board Meeting concerning having a table of books from the Book Cellar for sale or use at the Indian Valley YMCA.

VII. Old Business – 2011 - 2012 Budget --. After resumed discussion about the cleaning and maintenance of the building and the addition of hours for the custodian position, a motion was made and unanimously accepted (Clements/Nickerson) approving the 2010 - 2011 Library Budget request in the amount of \$639,923.40. In order to keep the budget request amount within the Board of Finance guidelines, it was decided that the Library Director's request for additional Library Assistant hours not be included this year, and, the materials budget request was reduced from the 15% planned for in the Long-range Plan to 7.5%.

B. Capital Improvements – The funds for the HVAC renovation project were approved by the Capital Improvements Committee for FY2011-12. However, there were several projects, including this one, that the Finance Officer and the First Selectman felt would be more appropriate to a bonding package. This idea was approved at subsequent Board of Selectmen and Board of Finance Meetings. The Town Meeting to vote on the Bonding package will be held on February 28, 2011. Because the air conditioning units need to be replaced before the start of the cooling season, that piece of the project is under a time constraint. If the bonding package isn't ready within that time, the AC project may be funded as an emergency appropriation and reimbursed by the bonding funds.

VIII. New Business - A- By-Laws – There needs to be a change in the language of the Library By-Laws, changing Board members titles to Trustees. The By-laws will be reviewed at the March meeting.

IX. Director's Concerns – Ellen Karadimas, President of the Ellington Women's Club, has asked if the Women's Club could use library space for a table selling tickets for a fundraising event. The overall feeling of the board was that this is an inappropriate use of the Library building, and that Sue will inform Ellen of this decision.

X. Correspondence – None.

XI. Adjournment – The meeting was adjourned unanimously at 8:55 PM.  
(Clements/Blanchette)

Submitted with respect,

